

RESOLUTION NO. 87-16

RESOLUTION APPROVING ACTIONS ASSOCIATED WITH THE CLASS OF  
COMMUNITY CENTER DIRECTOR

RESOLVED, that the City Council of the City of Lodi does hereby approve the class specifications marked Exhibit "A" for the class of Community Center Director.

BE IT FURTHER RESOLVED, that the City Council of the City of Lodi does hereby establish the following salary range for the class of Community Center Director:

\$2,650 to \$3,205

BE IT FURTHER RESOLVED that the City Council of the City of Lodi does hereby declare the Community Center Director to be a Management position.

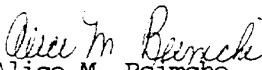
Dated: January 21, 1987

I hereby certify that Resolution No. 87-16 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 21, 1987 by the following vote:

Ayes: Council Members - Olson, Pinkerton, Hinchman,  
Snider, and Reid (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Alice M. Reimche  
City Clerk

COMMUNITY CENTER DIRECTOR

DEFINITION

Assumes responsibility for a wide range of activities associated with the creation and implementation of a comprehensive fund development program to support the City's Community Center. Plans and schedules activities in support of Community Center rehabilitation efforts; recommends and implements policies and procedures for Community Center development and operation.

DISTINGUISHING CHARACTERISTICS

This position works independently in the performance of coordinating fund raising activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises direct supervision of assigned clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develops, directs, organizes and maintains a fund development program to include the coordination of fund development procedures.

Acts as a liaison between the City and the Old Lodi Union High School Site Foundation to provide coordination for development of the Community Center.

Establishes and maintains communications with members of the City's administrative staff, City department heads, the Foundation Board of Directors, donors and other appropriate public agencies and citizenry.

Assists in the recruitment and direction of volunteers needed to implement assigned fund raising programs.

Coordinates and produces major fund raising and community awareness campaigns.

Supervises the organization and maintenance of a comprehensive donor/prospect information system.

Creates and writes proposals, letters and other materials needed for prospect solicitation.

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Community Center Director

EXAMPLES OF DUTIES (continued)

Solicits major gifts.

Acts as liaison and coordinates activities of Lodi Senior Citizens Commission.

Attends conferences, meetings and participates in various organizations and committees pertaining to fund raising and Community Center operations.

Coordinates Community Center programs and activities.

Speaks to community groups on behalf of the Community Center development and operation.

Maintains program records; evaluates programs.

Compiles materials and prepares and/or assists in the preparation of reports, manuals, publications and news releases.

Researches, develops, reviews and prepares grant applications including monitoring existing programs for compliance with regulations.

Represents the City in community and professional meetings as required.

Supervises and evaluates subordinate personnel.

Works with personnel in the City Manager's office and other departments on significant, specialized projects.

Assists in budget development and administration.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of program planning and implementation.

Basic administrative processes such as purchasing, inventory control and scheduling.

Fund raising techniques.

Public contact practices and techniques.

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QUALIFICATIONS (continued)

Ability to:

Establish and maintain effective working relationships with a variety of individuals.

Assume responsibility for major special assignments.

Take responsibility for complete program administration.

Communicate clearly, orally and in writing.

Coordinate major fund raising campaigns.

Exercise initiative and creativity while working independently in Community Center project planning.

Plan and organize workload for efficient and effective use of time.

Supervise and coordinate the work of community volunteers by assigning, overseeing and reviewing work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Four years of successful experience in some phase of fund development program management, and demonstrated ability to work successfully with volunteers and community groups.

Education:

A Bachelor's Degree or its equivalent from an accredited college or university with major course work in Community Service and Public Affairs, Communications, Management, or a closely related field.

Licenses and Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.